

# Specific rules and regulations

## MAIN STREET BANNER REQUEST

1. Only for public events. Events must take place in the greater Los Altos area (94022/94024). Events must be open to the greater Los Altos public, and designed to accommodate over 500 individuals.
2. The location shall be across Main Street between First and Second Streets.
3. Approved banners may be displayed at the above location for a period **not to exceed 14 days**.
4. The city reserves the right to reject banners which are objectionable in appearance or content and to remove banners hung without approval.
1. All banners must be **3 feet high and 30 feet long** and constructed with:
  - 15 oz., tough weave material with polyester core.(A Blackout scrim is necessary if the banner is to be painted or lettered on both sides.)
  - A 1” hem shall be sewn around all edges with reinforced corners.
  - No. 3 brass spur grommets installed in each corner and spaced every 24” within the hem area along the **top and bottom** with 1 ½” snap links attached to each grommet.
  - A 2” x 3” identification tag shall be sewn on the right side top edge of the banner. The tag shall contain the title of the banner and the sponsoring agency and must be visible when the banner is rolled or folded.
  - The use of vinyl paint or vinyl letters for lettering and graphics is recommended.
  - No air vents shall be cut into the banner as this may weaken the integrity of the fabric.
5. Reservations can be made 90 days in advance for the Main Street and San Antonio locations.
6. A **\$189.00** fee made payable to City of Los Altos shall accompany the registration form.
7. Once application has been made and the fee paid at the Recreation Department, 97 Hillview Avenue, applicant will deliver the banner to the **City of Los Altos Municipal Service Center (MSC), 707 Fremont Avenue**. Banner must be delivered to **MSC** at least five (5) working days before beginning date of display and must be picked up at **MSC** within one week of end of period of display.
8. The City of Los Altos assumes no responsibility for damage or loss to banners while they are on display.
9. An organization may post a banner at San Antonio Road and Lincoln concurrently. *At no time may any organization utilize all three banner locations.*

## **MAIN STREET BANNER CONSTRUCTION SPECIFICATIONS**

1. Banners must be constructed of 15-ounce, double-sided tough weave material with polyester core. (A blackout scrim is necessary if the banner is to be painted or lettered on both sides.)
2. The finished size of the banner shall measure 30 feet long x 3 feet wide.
3. A 1" hem shall be sewn around all edges.
4. Banner shall have No. 3 brass spur grommets installed in each corner & spaced every 24" within the hem area along the top & bottom with 3" snap links
5. A rope 1/4" in diameter, looped (3") and secured at all ends, shall be sewn into the top and bottom hem.
6. Each corner shall be reinforced with a triangular patch of appropriate material.
7. A 2" x 3" identification tag shall be sewn on the right side top edge of the banner. The tag shall contain the title of the banner and the sponsoring agency and must be visible when the banner is rolled or folded.
8. The use of vinyl paint or vinyl letters for lettering and graphics is recommended.
9. There shall be no less than four (4) wind holes on the banner. The wind holes shall be crescent shaped, 1 foot diameter, with the top of the flap reinforced as shown on the attached diagram.